



**Domestic Dependent
Elementary and Secondary
Schools**

Performance Work Statement

**Logistics Services
Fort Campbell
Kentucky**

**5-5-06
(Final)**

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SECTION C-1 GENERAL REQUIREMENTS

1 GENERAL INFORMATION

Mission - The Department of Defense Education Activity provides, in military communities worldwide, exemplary educational programs that inspire and prepare all students for success in a global environment.

Vision - Communities investing in success for ALL students.

The Department of Defense Education Activity (DoDEA) is a Department of Defense field activity operating under the direction, authority, and control of the Deputy Undersecretary of Defense (Military Community and Family Policy). DoDEA provides education to eligible Department of Defense (DoD) military and civilian dependents from preschool through grade 12 with two distinct programs. The DoD Domestic Dependent Elementary and Secondary Schools (DDESS) system serves an estimated 36,400 students in 70 schools located in seven states, Guam, Cuba, and the Commonwealth of Puerto Rico. The DoD Dependent Schools (DoDDS) system serves approximately 76,500 students in 154 schools in 13 countries. The focus of the DoDEA organization is to provide quality education to all eligible students.

1.1 SCOPE OF WORK

The SP shall perform the following Logistical Services to support the Department of Defense Educational Activity (DoDEA):

- 5.1 Custodial Services
- 5.2 Labor Services
- 5.3 Facilities Maintenance
- 5.4 Safety and Security
- 5.5 Environmental Service

The work will be performed at the following listed locations and support facilities (e.g. storage areas, concession stands and dug outs, etc.):

Barkley Elementary School
4720 Polk Road
Fort Campbell, KY 42223-1900

Jackson Elementary School
675 Mississippi Avenue
Fort Campbell, KY 42223-5133

Lincoln Elementary School
4718 Polk Road
Fort Campbell, KY 42223-1500

Lucas Elementary School
2115 Airborne Street
Fort Campbell, KY 42223-5387

Marshall Elementary School
75 Texas Avenue
Fort Campbell, KY 42223-5135

Mahaffey Middle School
585 South Carolina Avenue
Fort Campbell, KY 42223-5134

Wassom Middle School
3066 Forest Avenue
Fort Campbell, KY 42223-5211

Fort Campbell Central Office
77 Texas Avenue
Fort Campbell, KY 42223-5211

Fort Campbell High School
1101 Ohio Avenue
Fort Campbell, KY 42223-5133

Fort Campbell School Central Warehouse
1110 Falcon Loop
Fort Campbell, KY 42223

Bus Barn
Bldg 5440
Fort Campbell, KY 42223
(Custodial services for this facility are provided by the Bus Contractor)

Technology Warehouse
Bldg 86B
77 Texas Avenue
Fort Campbell, KY 42223

See Technical Exhibit 1 (TE1) – Fort Campbell Student / Staff Population for information regarding the amount of DDESS students and staff being supported.

1.2 GENERAL REQUIREMENTS

The SP shall comply with pertinent regulations set forth in this Performance Work Statement (RD). The SP shall comply with applicable Federal, State, and local laws and regulations.

1.2.1 PERSONNEL

1.2.1.1 GENERAL

The SP shall furnish fully trained and qualified managerial, technical, administrative, supervisory, clerical, and direct labor personnel as required to accomplish all work. SP personnel shall be able to speak, read, write, and understand the English language. A valid state driver's license is required for persons operating government furnished vehicles.

1.2.1.2 KEY PERSONNEL: SP PROGRAM MANAGER

The SP shall provide an on-site Program Manager at a location to be determined available for discussion with the Designated Government Representative (DGR) during normal operating hours. The SP shall designate an alternate Program Manager available during the absence of the Program Manager. The contact number(s) for the Program Manager, to be furnished at the pre-performance conference, shall not be changed without reasonable prior notice to the DGR. The SP points of contact are responsible for access, utility control, inspections, and repairs at their respective facilities. Nothing contained in this subsection should be construed as dictating personnel hiring. The SP may, at its discretion, combine the Program Manager functions with other functions, so long as the requirements of Section C-5 are met.

1.2.1.3 MAINTENANCE SKILL SETS

The SP shall furnish fully trained technical personnel, sufficient in number and qualifications to accomplish all work. The SP shall be able to work from building plans, blueprints, work orders and sketches, plan and lay out routing, openings, placement, slant, slope, and fall and level of water and gas lines; determine proper amperage requirements, breaker size, and wire gage to modify the electrical distribution system or install new equipment; plan and lay out complete projects to include building construction and repair or alteration. Listed below are skills sets necessary to perform the maintenance functions.

1.2.1.3.1 Plumbing

The SP shall have a thorough knowledge of plumbing methods and techniques to perform work in the installation, modification or repair of various supply, disposal, and utility systems and equipment.

The SP shall be able to:

- Work from building plans, blueprints, work orders and sketches, plan and lay out routing, openings, placement, slant, slope, fall and level of water

and gas lines, locate and arrange of equipment and proper operation of new and existing systems and equipment.

- Install, modify, and repair systems by locating and tapping main lines, placing and cutting route openings, placing hangers, and determining and installing valves, traps and unions needed.
- Install, seat, hook up, and test the equipment, such as tubs, toilets, showers, etc.
- Locate leaks or obstructions and repair or clear them.
- Cut, bend, and assemble pipe fittings.
- Add, subtract, multiply, divide, and work with fractions in order to lay out arcs, circles, and tangents.
- Use plumbing tools and equipment, such as plumb bobs, mercury gauges, dividers, augers, and hydrostatic pump.
- Repair broken plumbing lines, water lines, etc.
- Isolate lines, change pipes, replace broken ties and cut, shape, and thread pipes to make necessary fittings.
- Repair leaks in pipes, replaces defective faucets, valves, floats, and unclog commodes and sinks lines.

1.2.1.3.2 Air Conditioning

The SP shall be able to:

- Service, maintain, overhaul and repair domestic, commercial and industrial air or water conditioning equipment.
- Inspect and determine cause of malfunction of equipment, disassemble equipment and components; inspect internal parts and replace parts that are determined defective; inspect and replace inoperative external component parts.
- Start and stop systems to determine if machinery is operating properly, perform routine checks on entire system for any malfunction using proper gauge and test equipment. More complex systems are equipped with electronic control centers, (which may require use of computers or similar devices), electro hydraulic valves, pneumatic 3-way mixing valves, annunciation relays, temperature sensing modules, current – limiter modules, time delay relays, vortex vanes, and vortex vane controls.
- Repair, adjust, and replace pneumatic controls, air dampers, air damper motors, pressure electronic switches, thermostats, air valves, pneumatic water valves, after coolers, pressure switches, and magnetic switches.
- Test circuits and equipment by use of voltmeter, amp meter, ohm meter, and measure, cut, thread, assemble and install conduits, inserting, splicing and connecting wires to equipment, switches and power source. In instances where climatic conditions cannot be maintained, modifies equipment using technical data furnished by technical personnel and using skill and knowledge of equipment involved and substituting component parts to balance out system for better operation.

- Exercise knowledge of equipment that is being conditioned; read blueprints of equipment, electronic, and pneumatic circuits, and make changes of superheat settings.
- Work with steam, hot water, chilled water, natural and LP gases and a variety of refrigerants to maintain climatic conditions.

SP employees working with refrigerants shall possess a chlorofluorocarbon (CFC) certificate.

1.2.1.3.3 Heating/Boilers

The SP shall be able to:

- Repair and troubleshoot large complicated heating units, circulating water heating systems and systems including gas fired high pressure boilers and power units involving a variety of complex auxiliary components, automatic controls (which may require use of computers or similar devices), circulating systems, pre-heaters, economizers, etc., which have to be adjusted and maintained to critical and rigid tolerances.
- Observe and test the operation of heating and power systems in order to localize malfunctions in automatic controls, converters, piping, pumps, and related components.
- Inspect, adjust and, as necessary, replace or repair thermostats, governors, switches, fuel cutoff apparatus, burners, stokers, fuel feed, flame safeguard controls, rotating and stationary turbine blades, steam gland seals, springs, gaskets and damaged parts and electronic and other safety devices.
- Remove burner, burner nozzle, strainer, and orifice assemblies; dismantle and locate defects; reassemble and reinstall components.
- Service units by cleaning – filters, strainers, orifices, ignition electrodes and adjusting dampers.
- Remove soot and fly ash from tubes, chamber ducts, chimneys and breechings.
- Replace blower motors, pump motors (single and three phase), line voltage controls (relays, thermostats), and defective wiring to heating systems.

1.2.1.3.4 Pipefitting

The SP shall be able to:

- Install, repair, and adjust distribution systems and equipment.
- Plan and lay out work utilizing blueprints or layout sketches when provided; determines tools required and estimates necessary materials such as pipe fittings, etc., in the sizes, types, or lengths needed.
- Troubleshoot and analyze defects; locate and make spots for openings in walls, valves, storage and condensate tanks, steam traps, control valves, fittings, expansion joints, etc.
- Check steam system for leaks, defects in equipment and malfunctions.

- Install, repair, and maintain reducing valves and stations, vacuum pumps, expansion locks, and expansion joints.
- Perform or direct cutting, bending, threading, assembling, and pipe hanging.

1.2.1.3.5 Kitchen / Bakery Equipment

The SP shall be able to:

- Install, maintain, repair and overhaul a variety of food processing equipment and machinery such as rack less conveyor continuous-cycle dishwashers; variable speed dish conveyors; electronic time-cycle equipment such as bakery ovens, vegetable peelers, deep fat fryers, pressure cookers, coffee urns, garbage disposal units, food mixers, gas and oil fired hot water heaters; and small high pressure steam boilers.
- Repair industrial sized rack less conveyor continuous-cycle dishwashers equipped with variable speed dish conveyor and a variety of components and parts such as solid state relay circuitry, temperature and pressure gauges, dual thermal probes, electric thermostats, steam relief valves, vacuum valves, automatic interlock sensors, pumps and AC/DC motors, converters, and power control panels.
- Perform diagnostic testing and troubleshooting to identify and isolate cause of malfunction; determine nature of malfunction such as electrical, mechanical and/or hydraulic; make necessary repairs to include disassembling, rebuilding and replacing assemblies and subassemblies to electrical, gas, steam, hydraulic and mechanic power drive systems on equipment and machinery; disassemble mechanical and electromechanical components to modify, replace, or repair items such as bearings, speed drives, solenoids, transformer, linkages, gaskets, diaphragms, bellows blow/pressure regulators, electrical timers and pulsars, motors, pumps, solid-stat relays, etc., reassemble parts into components and install components into the system.
- Repair gas ranges and ovens.
- Relocate and install kitchen equipment disconnects and rerun electrical wiring, water pipes, drain pipes, etc.
- Test for leaks, correct operation and proper functioning of controls making necessary repairs or adjustments.
- Assemble new equipment at time of installation; maintain the sources of supply for all equipment inside the cafeteria such as the water supply lines, gas and steam lines, etc.

1.2.1.3.6 Electrical

The SP shall be able to:

- Perform electrical duties by troubleshooting power failures and locating source.
- Repair or replace switches, receptacles, fuses, ballast, capacitors, flood lights and other electrical components.

- Repair or replace defective wiring and make minor extensions to existing electrical systems.
- Clean and oil electric motors, checking condition of bearings, connections, and insulation.
- Make minor repairs to electrical appliances.
- Test circuits and equipment by use of volt-ohm meter.
- Bend and install conduit as necessary.

1.2.1.3.7 Carpentry

The SP shall be able to:

- Plan and lay out complete projects to include building construction, repair or alteration; install or erect sills, beams, studs, corner posts, ridge poles, trusses, and framing.
- Build and install window frames, doors, outside and inside trims.
- Build inside walls, laths, sheathing, floors, ceilings, and stairs.
- Install related hardware.
- Assemble items constructed of wood and building materials using a variety of joining techniques (miters, rabbets, etc.) and uses glues and adhesives to secure wood pieces, veneers, and countertops.
- Make and repair various wood articles such as benches, tables, lockers, and cases.
- Repair furniture.
- Build forms for the pouring of concrete, chutes, scaffolds, and boxes/crates for shipping and storage.
- Repair all doors and locks and changing out lock cores.
- Change combinations on school and gym lockers.
- Size and repair broken windows and door glasses, to include repairing glass security hardware, i.e. closures and locking equipment.

1.2.1.4 CERTIFICATIONS AND LICENSES

All personnel that will be performing repairs on refrigerant containing equipment must be certified in accordance with 40 CFR (www.epa.gov/epahome/cfr40.htm), EPA required refrigerant certification.

1.2.1.5 U.S. CITIZENSHIP

All SP personnel employed in the performance of this Award shall be United States citizens.

1.2.1.6 BACKGROUND CHECKS

The SP shall ensure and provide documentation that all employees have a Child Care National Agency Check with Written Inquiries (CNACI) background check. CNACI is a personnel security investigation combining a National Agency Check and written inquiries to law enforcement agencies, former employers, and supervisors, references, schools, and a State Criminal History Repository

(SCHR) check with each state in which an individual has resided in the past 10 years.

1.2.2 OPERATING HOURS

1.2.2.1 NORMAL HOURS

Students and teachers are normally in the building between 0630 and 1600 Monday to Friday. The SP may use any scheduling methodology provided that adequate manpower is maintained to ensure completion of all work requirements at the scheduled time. Use of a particular scheduling methodology shall not alleviate the Service Provider from the requirements contained herein. The routine custodial cleaning shall be performed primarily after school hours to not disrupt the work of the students and staff.

1.2.2.2 HOURS OF OPERATION OTHER THAN NORMAL

In performance of this Award, the SP shall, on occasion, work other than normal hours to meet project requirements. In addition, some tasks may require support on Federal holidays. Work outside regular duty hours is required to accomplish work; to avoid shutdowns; to avoid discomfort, inconvenience, or safety hazards to personnel; and to respond to security violations and/or emergencies.

1.2.2.3 FEDERAL HOLIDAYS

Federal Holidays are listed below. Normally, should a Federal Holiday fall on a Saturday, the Friday immediately before is considered the holiday; if the Federal Holiday falls on a Sunday, the Monday immediately following is considered the Holiday. See school calendar below.

New Year's Day	Labor Day
Martin Luther King's Birthday	Columbus Day
Presidents' Day	Veterans' Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

1.2.2.4 SCHOOL VACATIONS

See Technical Exhibit 2 (TE2) for Fort Campbell School Year Calendar

1.2.2.5 SCHOOL CLASSROOM INTERRUPTION

Any planned disruption of classroom activity shall be coordinated in advance with the applicable school administrator. This includes scheduled activities in playgrounds, athletics fields and designated areas. For other coordination, see paragraph 1.2.3.

1.2.2.6 PHASE-IN PERIOD

There will be a phase-in period between Award and the performance start date, for the purposes of SP staffing, cross training and familiarization. The phase-in period will be no longer than 90 calendar days from the date of agency decision. The SP shall submit a phase-in plan as part of its technical proposal. The phase-in plan shall include a schedule for implementation as well as a detailed explanation of how the SP will fill the resulting positions and potential phase-in period problems.

1.2.3 INTERACTION WITH OTHER CONTRACTORS

The customer workforce is a mixture of Government and contractor entities. The SP will normally interface directly with the DGR. The SP shall not direct other service providers' personnel; the SP shall submit requests for the required support services for SP performance of this Award to the DGR or alternate. There are, however, situations where the SP will be required to work with other service providers. Where applicable, these situations are identified in C-5. Upon Award, the SP shall submit, to the DGR or alternate, a plan for creating and maintaining lines of communication with these other contractors, mitigating risk to performance of this Award and sharing GFP. The plan shall be based upon the requirements of this PWS, prior experience, and the technical documentation referenced in Section C-5. The SP shall maintain and update the plan throughout the performance of this Award.

1.2.4 QUALITY CONTROL

1.2.4.1 QUALITY CONTROL PLAN

The SP shall submit, as part of their technical proposal, a Quality Control Plan (QCP). The QCP shall be effective upon award and shall include the following:

- An inspection system.
- Avoidance of organizational and personnel related conflicts of interest between PWS requirements and other SP or SP personnel activities.
- Description of records and availability for review.
- Material/equipment accountability.
- Methods for identifying, correcting, and preventing defects.
- Performance evaluation meetings.

SECTION C-2

2 DEFINITIONS, ABBREVIATIONS, AND ACRONYMS

2.1 DEFINITIONS

As Directed, As Required, As Permitted, Approved, Acceptance: Where these words or words of similar import are used, it shall be understood that the direction, requirements, permission, approval, or acceptance of the DGR or alternate is intended, unless stated otherwise.

Check: To examine, inspect, test, perform specific tasks, and/or verify by trial the condition of equipment or systems.

Complete: To perform all parts, elements, and/or steps within a process.

Correct: Free of errors, conforming to an approved or conventional standard.

Corrective Maintenance: To repair or replace equipment, construction materials or surface coverings that do not last as long as they were designed to last. Examples of correction maintenance (out-of-cycle) can be described as any type of simple repair work, such as reinstalling a baseboard, replacing a light fixture and unclogging a toilet, etc. Corrective maintenance jobs can usually be accomplished in less than 16 hours.

Designated Government Representative: The person(s) designated by name and/or position to act as a liaison between the Government and the Service Provider on issues pertinent to the daily operation. This individual may be the COTR, QAE, or other DoDEA personnel.

Fiscal Year: Government Fiscal Year is used meaning 1 October through 30 September.

Frequency of Service:

- Annually - Services performed once during a 12-month period at an interval of 340 to 366 days.
- Semi-Annually - Services performed once every six months at intervals of 165 to 182 days, during a 12-month period.
- Quarterly - Services performed four times during a 12-month period at intervals of 80 to 100 calendar days.
- Bi-Monthly - Services performed 24 times during a 12-month period at intervals of 13 to 15 calendar days.
- Monthly - Services performed once each month at intervals of 27 to 31 days, during a 12-month period.

- Weekly - Services performed 52 times during a 12-month period at intervals of six to eight calendar days.
- Daily - Services performed every operational day.

Hazardous Material (HM): A material (for example corrosive, oxidizer, asbestos etc.), which inherently is dangerous and capable of inflicting serious damage to property or health and which, therefore, requires regulated handling to avoid creating accidents in connection with its existence and use.

Hazardous Waste (HW): A solid waste or combination of solid wastes, which because of its quantity, concentration, or physical, chemical, biological, or infectious characteristics may pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

Inventory: Conducting physical inventory count of items in storage to verify the reported stock balance. A physical inventory consists of counts, post-count validation, pre-adjustment research, and causative research.

Maintenance: Work which is required to repair or maintain equipment systems in a safe and operational condition, or to restore these systems to initial or useable condition by overcoming the effects of wear and tear, disaster, damage, or deterioration.

Maximum Allowable Deviation (MAD): The maximum percentage of a service that may be defective or not meet performance standards in a lot of SP deliverables, for that lot to be considered satisfactory. Specification of an MAD does not allow the SP to knowingly provide defective service; instead, it is recognition of the fact that defective performance may sometimes occur unintentionally. As long as the percentage of defective performance does not exceed the specified MAD, the Government will not deduct for poor performance. However, the SP shall be required to re-perform or correct the defective service at no additional cost to the Government.

Preventive Maintenance: Regularly scheduled maintenance based upon industry or manufacturer defined life-cycle replacement and maintenance. Examples include replacement of HVAC filters, cleaning of HVAC coils, cleaning out gutters, flushing out pipes, seasonal settings, etc.

Quality Assurance (QA): A method used by the Government to provide quality control over purchased goods and/or services received.

Quality Control (QC): A method used by the SP to control the quality of goods and services produced.

Quality Control Plan (QCP): A written description of the measurement of services delivered by the SP, specifically those requirements listed in this RD.

Refuse: All garbage, ashes, debris, rubbish, and other similar waste materials. Not included are explosive waste, incendiary waste, and/or contaminated waste from medical and radiological processes.

Scheduled Due Date: The calendar date agreed upon by the SP and the DGR or alternate for the completion of an event or task.

Standard Operating Procedure (SOP): A document which prescribes operator instructions in a definite course of action for processing a work unit. It is a tool for managing resources through planning and scheduling manpower, equipment, facilities, and material in producing a quality product safely and efficiently. A SOP includes specifications, safety instructions, and performance standards.

2.2 ABBREVIATIONS AND ACRONYMS

ADP	Automated Data Processing
ADPE	Automated Data Processing Equipment
CFC	Chlorofluorocarbon
CFR	Code of Federal Regulations
COB	Close of Business
COTR	Contracting Officer's Technical Representative
CSO	Community Superintendent Office
CPSC	Consumer Product Safety Commission
DDESS	Domestic Dependent Elementary and Secondary Schools
DGR	Designated Government Representative
DoD	Department of Defense
DoDDS	Department of Defense Dependents Schools
DoDEA	Department of Defense Education Activity
DRMO	Defense Reutilization and Marketing Office
EPA	Environmental Protection Agency
FAR	Federal Acquisition Regulations
GFE	Government Furnished Equipment
GFF	Government Furnished Facilities
GFP	Government Furnished Property
GFS	Government Furnished Services
GFV	Government Furnished Vehicles
GSA	General Services Administration
HAZMAT (HM)	Hazardous Materials
HVAC	Heating, Ventilation and Air Conditioning
IAW	In Accordance With
IT	Information Technology
LAN	Local Area Network
MAD	Maximum Allowable Deviation
MAX	Maximum
ODS	Ozone Depleting Substance
OSHA	Occupational Safety and Health Administration
PTO	Parent Teacher Organization
PWS	Performance Work Statement
QASP	Quality Assurance Surveillance Plan
SAP	Satellite Accumulation Points
SAS	School Age Services
SIR	Serious Incident Report
SOP	Standard Operating Procedure
SP	Service Provider
SPCC	Spill Prevention Control and Countermeasure
USPS	United States Postal Service

SECTION C-3

3 GOVERNMENT FURNISHED PROPERTY, SERVICES, AND SYSTEMS

3.1 GENERAL INFORMATION

3.1.1 USE OF PROPERTY, SERVICES, AND SYSTEMS

The Government will furnish or make available to the SP certain facilities, equipment, utilities, supplies, and materials. The SP has the option of accepting or rejecting any or all Government Furnished Property (GFP). Government Furnished Property consists of Government Furnished Facilities, Government Furnished Equipment (GFE TE3), and Government Furnished Supplies and Material. Government Furnished Services (GFS) performed by government employees and contractors to support meeting the requirements in the performance of this award are discussed below. GFP and GFS made available for SP use is solely for use in direct performance of the work specified in this Award. The SP shall not use any Government Furnished Property or Service provided under this Award for the performance of any other contract in effect simultaneously or at the same work site.

The SP shall staff, use, and update a maintenance management system like School Dude (www.schooldude.com) that manages work orders, corrective and preventive maintenance, and inventory databases.

3.1.2 JOINT INVENTORY

The SP and DGR or alternates shall conduct a joint inventory of GFE, materials, and supplies at the start and at the end of the work under this Award. The initial inventory shall be completed within ten days of the start of the Phase-In period. The final inventory shall be completed not later than 10 calendar days prior to the end of the final performance period. The inventory shall detail the material description and quantities of all GFE and determine the exact number, location, and serviceability of the GFE. The SP shall certify the findings of this inventory, assume accountability, and subsequently report inventory discrepancies to the DGR or alternate. GFE shall not be moved to another site or to remote sites without notification to the DGR or alternate in writing. All paperwork required to complete transfer of these items will be the responsibility of the SP. In the event of a disagreement between the SP and the DGR or alternate on the serviceability or condition of property, the SP shall notify the Contracting Officer within 5 working days of the completion of the inventory. The Contracting Officer will render a decision within 15 calendar days of the AP's notification.

3.1.3 RETURN OF GFP

The SP has the option of returning any GFP not needed in performance of this Award; however, returned GFP will not be replaced by the Government nor be cause for nonperformance or increase in cost to the Government.

3.2 GOVERNMENT FURNISHED PROPERTY

3.2.1 DAMAGE TO GOVERNMENT FURNISHED PROPERTY (GFP)

Any damage to Government Property caused by the SP's negligence, failure to secure or SP caused accidents shall be immediately reported to the DGR and repaired or temporary/replacement equipment acquired, at the cost of the SP.

3.2.2 GOVERNMENT FURNISHED FACILITIES (GFF)

The Government will furnish or make available to the SP the use of Government owned facilities; areas within facilities; and fixed equipment. Facilities currently used by the incumbent service provider will be made available to the SP. The SP shall return the Government Furnished Facilities to the Government in the same condition as at initial inventory; fair wear and tear and improved alterations excepted.

3.2.3 GOVERNMENT FURNISHED EQUIPMENT (GFE)

The Government will provide the equipment listed in GFE TE3 to the SP. GFE TE3 displays a representative list of equipment available to the SP. All furniture existing in these facilities will be provided "as-is." The SP will be accountable for the GFE.

3.2.3.1 MISSING, STOLEN, LOST, AND RECOVERED PROPERTY

The SP shall comply with all Government rules and regulations listed in Section C-6 and elsewhere in this solicitation that govern accounting for Government equipment if lost, missing, stolen, damaged, or destroyed while in the SP's possession.

3.2.4 GOVERNMENT FURNISHED VEHICLES (GFV)

GFV will be provided to the SP for the performance of the services detailed in Section C-5. The SP is responsible for the security, operation, coordination of maintenance, and record keeping of GFV, as described in this RD. GFV is listed in GFV TE4.

3.2.5 GOVERNMENT FURNISHED SUPPLIES AND MATERIALS

3.2.5.1 CUSTODIAL SUPPLIES AND MATERIALS

The SP will be supplied with the Government materials and supplies in the current inventory at the time of Award. The SP will conduct a semi-annual inventory of supplies and materials and provide a copy of the inventory to the DGR unless this requirement is obviated by an inventory system like School Dude (www.schooldude.com). For the supplies and materials needed to perform custodial work, the SP shall provide monthly requirements, a distribution breakout, and any technical specifications for new products in writing to the DGR

with at least 10 business days advance notice. The DGR will be responsible for procuring the supplies and materials.

The SP should inform the DGR of all needs for custodial and/or maintenance supplies and materials needed to execute the Heavy Cleaning Matrix at least 10 business days prior to any break.

The Continuing Government Activity (CGA) will procure bulk supplies (such as copy paper, toilet paper and paper towels) and hazardous materials centrally at the Fort Campbell School Central Warehouse.

At the conclusion of the Award Period, including any option periods, the SP shall return all residual materials to the Government.

3.2.5.2 FACILITIES MAINTENANCE SUPPLIES AND MATERIALS (PARTS AND EQUIPMENT)

The SP will be supplied with the Government materials and supplies in the current inventory at the time of Award. The SP shall provide the technical specifications in writing to the DGR for the part(s) or equipment needed to perform the Facilities Maintenance work. The DGR will be responsible for procuring the part(s) and equipment. Except for emergency repairs the SP shall provide the DGR with at least 10 business days advance notice for parts and equipment.

The SP shall establish and maintain a stock of recurring use items, like HVAC filters, with an on-hand balance sufficient to meet quarterly requirements.

After one year, the SP in conjunction with the DGR will establish from demand history stockage requirements for shop stock, truck stocks, and stocks of parts, materials, and supplies.

3.3 GOVERNMENT FURNISHED SERVICES

3.3.1 UTILITIES

The Government will furnish utilities as currently installed in GFF. The SP shall not change or alter any service, or component, without review and approval by the DGR or alternate. The SP shall not make utility connections to any SP Furnished Equipment or system without prior review and written approval by the DGR or alternate. The utilities are provided for operations in direct support of this award.

3.3.2 TELEPHONE SERVICE

3.3.2.1 TELEPHONE INSTRUMENTS AND LINES

Telephone instruments and lines located in facilities to be occupied by the SP will be provided for SP use at no cost to the SP. Government furnished telephones and telephone lines shall be used for transaction of official business of DoDEA.

Government furnished telephones are subject to security monitoring at all times. Use of these telephones constitutes consent to security monitoring.

3.3.3 REFUSE COLLECTION

The Government will furnish refuse collection from assigned exterior dumpsters. The SP shall transport refuse from facilities to the dumpsters. The SP shall contact the DGR or alternates if the dumpsters are full, the area around the dumpsters are not acceptable, or if rodent infestation is observed. The SP may place non-hazardous trash, excluding recyclable material in the dumpsters. No material considered hazardous substances will be disposed of in these dumpsters. The SP is required to comply with all ongoing recycling initiatives.

3.3.4 INFORMATION TECHNOLOGY SYSTEMS

3.3.4.1 GENERAL

The Government will provide Network Support to the SP. All IT systems shall be utilized for conduct of "Official Business" only in direct support of this award. Only Government furnished computers can be connected to the network. The Government will provide and maintain software support for Government furnished computers.

3.3.4.2 COMPUTER AND INTERNET ACCESS AGREEMENT

SP employees are required to sign DoDEA Form 6600.1-F1, "DoDEA Computer and Internet Access Agreement for Employees, Contractors, and Volunteers," June 2004, prior to gaining access to DoDEA's information technology resources. This includes connecting to a DoDEA network in order to obtain access to the Internet. No user's account will be assigned to an SP employee unless DoDEA Form 6600.1-F1 has been signed and is on file. A record of the signed agreement shall be maintained by the SP and a copy shall be provided to the Contracting Officer's Technical Representative (COTR).

3.3.4.3 NETWORK SUPPORT

Network Support is defined as providing access to the DoDEA Local Area Network (LAN). The Government will provide Internet and e-mail access on a case-by-case basis, as approved by the DGR or alternate.

3.3.5 TRAINING

All SP employees must receive timely and complete, Government-provided training and refresher training required for the performance of work under this RD. The SP shall ensure this training is accomplished with the following Government provided media; multi-media, video, audio, slide projectors, or written. The SP shall ensure and document attendance of employees who require training, at these training sessions:

Training	SP Attendees	Estimated annual time required
Environmental Awareness Training	All	30 minutes
Annual Asbestos and Lead Based Paint Awareness	Custodians and Maintenance Personnel	2 hours
Hazardous Communications	All	2 hours
Blood Borne Pathogen	All	2 hours
Storm Water Protection	Custodians and Maintenance Mechanics	1 hour

SECTION C-4

4 SP FURNISHED PROPERTY AND SUPPLIES

4.1 GENERAL INFORMATION

The SP shall furnish, maintain, and replace, at its own expense, all supplies, parts, materials, tools, support equipment, labor, vehicles, and any other equipment, material, and services not furnished by the Government under Section C-3, necessary to perform all work required under this RD. The failure of the SP, for any reason whatsoever (excluding an Act of God or an Act of War), to furnish any of the foregoing shall neither justify nor excuse achievement of the performance standards prescribed in this RD.

4.2 SP FURNISHED EQUIPMENT

4.2.1 GENERAL

SP furnished equipment used in the performance of this Award shall meet, and be maintained in accordance with, applicable Federal, state, and local building, safety and environmental codes and requirements. The SP shall not use Government-owned tools, equipment, materials, parts, or supplies to maintain its vehicles and equipment, without prior written approval of the DGR.

4.2.2 VEHICLE IDENTIFICATION

SP furnished vehicles shall display the company name prominently on both sides.

4.2.3 HAZARDOUS MATERIAL TRANSPORTATION

The SP shall comply with all Federal, State and local environmental, safety, and transportation regulations pertaining to carriage of hazardous materials, hazardous substances, and hazardous wastes.

4.2.4 EQUIPMENT MAINTENANCE

The SP shall provide scheduled maintenance, for GFE listed in TE3, as part of the RD requirements. Corrective maintenance shall be completed to maintain the GFE to Government standards. Any damage to Government Property due to negligence, failure to secure or SP caused accidents shall be repaired and temporary/ replacement vehicles acquired, at the cost of the SP. The Service Provider shall perform work listed in the RD regardless of the availability of Government Furnished Vehicles.

4.2.5 EQUIPMENT AND EQUIPMENT MANUALS

All replacement equipment procured under the terms of this RD shall be procured with equipment manuals. Those manuals and equipment become the property of the Government and are stored at the facilities in which the equipment is used.

4.3 SP FURNISHED SERVICES

4.3.1 CALIBRATION

The SP shall calibrate SP furnished equipment in accordance with calibration frequencies and standards as prescribed by equipment manufacturers, or as prescribed by Government directives or standards for comparable equipment. The SP shall maintain calibration records on SP furnished equipment equivalent to that required for GFE.

4.4 SAFETY

The SP shall comply with all OSHA Safety requirements. The SP shall maintain safety and health standards consistent with all applicable federal, state, local, and OSHA regulations. The SP shall comply with Occupational and Environmental Safety, Fire Prevention, and Health programs.

SECTION C-5

5 SPECIFIC REQUIREMENTS

5.1 CUSTODIAL SERVICES

The service provider shall provide custodial services for DDESS schools by performing the following activities:

- Cleaning Services
- Cafeteria Support
- Recycling

5.1.1 CLEANING SERVICES

5.1.1.1 REQUIREMENTS

The SP shall:

5.1.1.1.1 Provide routine cleaning services for school facilities.

5.1.1.1.2 Provide unscheduled and emergency cleaning services for school facilities.

5.1.1.1.3 Provide heavy cleaning services for school facilities.

5.1.1.2 ADDITIONAL INFORMATION

Quality standards for custodial cleaning are at TE-5. Routine cleaning includes regularly schedule cleaning for school facilities (TE 6 – Kentucky District Routine Cleaning Frequency Matrix). The SP is not responsible for cleaning the Bus Barn or Pole Barn. TE 6 includes a listing labeled Exterior Grounds. This task includes the routine policing of trash in the immediate vicinity of the school and its parking areas. Additionally, this task would include routine cleaning of facility sidewalks or other simple exterior tasks like removing bird nests or insect (e.g. “mud/dirt dobber) nests. These tasks are not expected to use any specialized equipment.

A project has been funded and completion is anticipated by the end of FY06 to convert all carpeted areas in Fort Campbell schools to tile with the exception of the Central Office, Marshall Media center, the pods at Marshall, and some locations at Lucas, Fort Campbell High School and Barkley PTR (Pupil / Teacher Ratio) additions. Workload adjustments will be made after replacement.

Unscheduled and emergency cleaning includes tasks such as cleaning up spills, bodily fluids, graffiti removal, and trash removal.

Heavy cleaning includes floor to ceiling cleaning, light fixture cleaning, window/glass cleaning, pressure washing building exterior and sidewalks, gutter cleaning, air duct cleaning, waxing, buffing, and stripping of floors. Heavy

cleaning typically involves the removal and replacement of furniture and equipment in order to clean the underlying areas (TE 7 – Kentucky District Heavy Cleaning Frequency Matrix). The workload for moving this furniture and equipment is considered a subtask of heavy cleaning and is not included in requirement 5.2.1.1.1.

The SP shall provide cleaning support for summer school and enrichment classes and activities (e.g. SAS). Summer programs typically occur in 2-3 locations per year. ESY extends the instructional year for Special Education students by approximately 20 instructional days. This will impact 10 – 12 classrooms.

Routine cleaning is required while school is in session and during special activities such as summer sessions and for those areas that are occupied/utilized year round, such as offices. Areas such as offices that are cleaned year round have been highlighted in the school layouts that have been provided in TE 35.

5.1.2 CAFETERIA SUPPORT

5.1.2.1 REQUIREMENTS

The SP shall:

5.1.2.1.1 Set up and take down tables and chairs for breakfast and lunch periods.

5.1.2.1.2 Clean eating area before, during, and after breakfast and lunch periods.

5.1.2.2 ADDITIONAL INFORMATION

Preparation includes setting up and breaking down tables, chairs, and trash cans. Schools can have either round tables with individual chairs that must be taken down individually or the long dining tables with the benches attached. In most schools, the cafeteria area must be completely cleared after each lunch period. Cleaning includes wiping off tables and chairs, mopping, sweeping, immediately cleaning spills, and disposing of trash. Cleanliness must be maintained during the entire breakfast and lunch period.

During the summer months, the SP shall be responsible for set up and cleaning for the summer feeding program. The summer feeding program occurs during summer break at three locations and rotates each year among schools. This summer (2006) feeding will take place at Barkley, Lincoln and Mahaffey schools. Start date is 20 May 2006 and end date is 28 July 2006.

5.1.3 RECYCLING

5.1.3.1 REQUIREMENTS

The SP shall:

5.1.3.1.1 Provide recycling collection and delivery.

5.1.3.2 ADDITIONAL INFORMATION

Non-hazardous recyclables need to be collected, and delivered to designated recycling collection points. Cardboard needs to be delivered to the cardboard recycle dumpster at all 8 schools daily during the work week. The other recyclables can be delivered according to the performance standards. A separate service provider picks up and transports recyclables to the proper location on base. In addition to the regular school year, Fort Campbell Schools run an Extended School Year (ESY) for special needs students. This program normally affects 10 -12 classrooms. The School System may run a summer education program. This would normally take place in one school.

Quality and Timeliness Standards

RFP #	Requirement	Quality Standard	MAD	Lot	Timeliness Standard	MAD	Max
5.1.1	Cleaning Services						
5.1.1.1.1	Provide routine cleaning services for school facilities.	School facilities are clean and meet school cleaning standards listed in TE5.	5%	Square feet of cleanable space maintained per month	Cleaning service is provided IAW cleaning matrix listed in TE6.	10%	Cleaning service is provided IAW cleaning matrix listed in TE6 within one day of schedule.
5.1.1.1.2	Provide unscheduled and emergency cleaning services for school facilities.	School facilities are clean and meet school cleaning standards listed in TE5.	5%	Number of unscheduled and emergency cleaning jobs provided per month	Unscheduled cleaning services provided within 30 minutes of receiving notification. Emergency cleaning services provided within 15 minutes of receiving notification.	5% 5%	Unscheduled cleaning services provide within 1 hour of receiving notification Emergency cleaning services provided within 30 minutes of receiving notification.
5.1.1.1.3	Provide heavy cleaning services for school facilities.	School facilities are clean and meet school cleaning standards listed in TE5. Furniture and equipment are in their original location, condition and are operational.	5% 2%	Number of heavy cleaning jobs provided per year	Cleaning service is provided IAW cleaning matrix listed in TE7.	0%	N/A
5.1.2	Cafeteria Support						
5.1.2.1.1	Setup and take down tables and chairs for breakfast and lunch periods.	All tables and chairs are clean and ready.	5%	Number of breakfast and lunch setup and take down per month	Eating area is prepared 30 minutes prior to lunch or breakfast period.	10%	Eating area is prepared 10 minutes prior to lunch or breakfast period.

RFP #	Requirement	Quality Standard	MAD	Lot	Timeliness Standard	MAD	Max
5.1.2.1.2	Clean eating area before, during, and after breakfast and lunch periods.	All tables, chairs and eating areas are dry and free from debris.	10%	Number of breakfast and lunch periods prepared per month	<p>Eating area is fully cleaned 30 minutes prior to lunch or breakfast period.</p> <p>Spills clean up commences 2 minutes after notification.</p> <p>Cleaning commences within 10 minutes after lunch or breakfast is over.</p>	<p>10%</p> <p>5%</p> <p>5%</p>	<p>Eating area is fully cleaned 10 minutes prior to lunch or breakfast period.</p> <p>Spill cleanup commences 10 minutes after notification.</p> <p>Cleaning commences within 30 minutes after lunch or breakfast is over.</p>
5.1.3	Recycling						
5.1.3.1.1	Provide recycling collection and delivery.	<p>Recyclables collected and delivered without spills.</p> <p>Recycling collection point kept clean and free of odor.</p> <p>Cardboard is collected, broken down and delivered to the cardboard dumpster.</p>	<p>10%</p> <p>10%</p> <p>10%</p>	<p>Number of recycling collection, sorting and delivery events provided per month</p> <p>Number of cardboard deliveries per month</p>	<p>Recycling material except for cardboard delivered to collection point within a day of bins becoming 3/4 full.</p> <p>Recycling material except for cardboard, at a minimum, delivered to collection point prior to collection day.</p> <p>Cardboard delivered to recycling point once a day during the work week.</p>	<p>10%</p> <p>0%</p> <p>5%</p>	<p>Recycling material except for cardboard delivered to collection point within a day of bins becoming 4/5 full.</p> <p>N/A</p> <p>Cardboard delivered to recycling point once a day during the work week.</p>

Workload Projections

RFP #	Requirement	Workload Indicator	Current Year	Base Year	1st Option Year	2nd Option Year	3rd Option Year	4th Option Year
5.1.1	Cleaning Services							
5.1.1.1.1	Provide routine cleaning services for school facilities.	Square feet of cleanable space	See Technical Exhibits 6, 8-16					
5.1.1.1.2	Provide unscheduled and emergency cleaning services for school facilities.	# of unscheduled and emergency cleaning jobs	3200	3300	3300	3300	3300	3300
5.1.1.1.3	Provide heavy cleaning services for school facilities.	# of heavy cleaning jobs	See Technical Exhibits 7-16					
5.1.2	Cafeteria Support							
5.1.2.1.1	Set up and take down tables and chairs for breakfast and lunch periods.	# of breakfast and lunch setup and take down	3,150	3,150	3,150	3,150	3,150	3,150
5.1.2.1.2	Clean eating area before, during, and after breakfast and lunch periods.	# of cleaning provided during meal time	9,500	9,500	9,500	9,500	9,500	9,500
		# of breakfast and lunch periods	3,150	3,150	3,150	3,150	3,150	3,150
5.1.3	Recycling							
5.1.3.1.1	Provide recycling collection and delivery.	# of regular school days recycling is collected	180	180	180	180	180	180
		# of ESY days recycling is collected	25	25	25	25	25	25
		# of days recycling is collected for summer program	20	20	20	20	20	20
		# of recycling collection events by post SP	416	416	416	416	416	416
		# of potential days cardboard is delivered to dumpsters	250	250	250	250	250	250

5.2 LABOR SERVICES

The service provider shall provide labor services for DDESS schools by performing the following activities:

- Moving Equipment / Supplies
- Loading/Unloading Deliveries
- Special Events Setup and Take Down
- Guide Services

5.2.1 MOVE EQUIPMENT / SUPPLIES

5.2.1.1 REQUIREMENTS

The SP shall:

5.2.1.1.1 Move material, equipment and supplies.

5.2.1.1.2 Pack and unpack material, equipment and supplies.

5.2.1.2 ADDITIONAL INFORMATION

Moving equipment includes moving items like desks, tables, chairs, computers, and shelves within a school. Moves are dictated by the number of teacher reassignments and any facilities projects that are done during the summer months. Teachers are requested to pack their materials into boxes which the workers then move between classrooms. This averages 20 moves per year for all schools. Workload for teacher moves has been separated from the total moving workload. In addition, the workload for moving furniture and equipment for heavy cleaning is not included in requirement 5.2.1.1.1.

5.2.2 LOADING / UNLOADING DELIVERIES

5.2.2.1 REQUIREMENTS

The SP shall:

5.2.2.1.1 Load and unload equipment, material and supplies.

5.2.2.2 ADDITIONAL INFORMATION

Loading/unloading deliveries includes unloading trucks and delivering materials to the appropriate recipient. Deliveries include items like copier paper, computers, furniture, textbooks, and other school supplies.

5.2.3 SPECIAL EVENT SETUP, TAKE DOWN, AND CLEANUP

5.2.3.1 REQUIREMENTS

The SP shall:

5.2.3.1.1 Provide special and sporting event setup, take down, and cleanup.

5.2.3.2 ADDITIONAL INFORMATION

School events include activities such as athletic events, picnics, field days, PTO meetings, boy scouts and girl scouts events, stage shows, flag raising, and seasonal festivities. Some school activities are scheduled in advance while others may arise during the school year. Cleaning is required after taking down special events. The projected lists of special and sporting events are in TE 26-33. A new schedule will be provided at the beginning of each school year. Assistance includes setting up and taking down chairs, tables, bleachers, and audio/visual systems before, during, and after the events. The SP is required to pick-up litter after all sporting events (i.e. football, freshman and varsity baseball, softball, track and soccer. Working irregular hours may be required.

5.2.4 GUIDE SERVICES

5.2.4.1 REQUIREMENTS

The SP shall:

5.2.4.1.1 Provide guide services.

5.2.4.2 ADDITIONAL INFORMATION

Guide services include providing access to restricted or locked areas, guiding contractor personnel to work locations, and visitor control. This can include governmental personnel and contractor personnel who are there to provide advice and cost estimates for repair of the building systems or equipment.

Quality and Timeliness Standards

RFP #	Requirement	Quality Standard	MAD	Lot	Timeliness Standard	MAD	Max
5.2.1	Move Equipment / Supplies						
5.2.1.1.1	Move material, equipment and supplies.	Material, equipment and supplies are delivered to specified location without damage.	5%	Number of moves per month	Material, equipment and supplies are moved within 1 hour of request.	10%	Material, equipment and supplies are moved within 3 hours of request.
					Materials, equipment and supplies are moved according to specified schedule.	10%	Within 2 days of schedule
				Number of emergency moves per year	Materials, equipment and supply movement commences within 15 minutes.	10%	Materials, equipment and supply movement commences within 30 minutes.
5.2.1.1.2	Pack and unpack material, equipment and supplies.	Material, equipment and supplies are secured and safe.	5%	Number of items packed and unpacked per month	Material, equipment, and supplies packed and unpacked within 2 hours of request	15%	Material, equipment, and supplies packed and unpacked within 4 hours of request.
5.2.2	Loading / Unloading Deliveries						
5.2.2.1.1	Load and unload equipment, material and supplies.	Deliveries are loaded and unloaded without being damaged.	5%	Number of deliveries loaded and unloaded per month	Deliveries loaded and unloaded within 15 minutes of truck arriving.	10%	Deliveries loaded and unloaded within 30 minutes of truck arriving.

RFP #	Requirement	Quality Standard	MAD	Lot	Timeliness Standard	MAD	Max
5.2.3	Special Event Setup and Take Down						
5.2.3.1.1	Provide special and sporting event setup, take down, and cleanup.	Set up, take down, and cleanup for special events are provided IAW with instruction given by DGR / work order.	5%	Number of setup and take down performed per month	<p>Special and sporting event setup conducted IAW schedule.</p> <p>Special and sporting event setup conducted after 2 days of notification.</p> <p>Special and sporting event take down provided within 2 hours of completion of event.</p>	<p>0%</p> <p>0%</p> <p>10%</p>	<p>N/A</p> <p>N/A</p> <p>Special and sporting event take down provided within one business day of completion of event.</p>
5.2.4	Guide Services						
5.2.4.1.1	Provide guide services.	Personnel are escorted to the correct destination.	5%	Number of personnel escorted per month	Personnel are escorted within 5 minutes of request.	15%	Personnel are escorted within 10 minutes of request.

Workload Projections

RFP #	Requirement	Workload Indicator	Current Year	Base Year	1st Option Year	2nd Option Year	3rd Option Year	4th Option Year
5.2.1	Move Equipment / Supplies							
5.2.1.1	Move material, equipment and supplies.	# of moves	10,000	10,000	10,000	10,000	10,000	10,000
		# of emergency moves	20	20	20	20	20	20
		# of teacher moves	20	20	20	20	20	20
5.2.1.2	Pack and unpack material, equipment and supplies.	# of items packed and unpacked	6,000	6,000	6,000	6,000	6,000	6,000
5.2.2	Loading / Unloading Deliveries							
5.2.2.1	Load and unload equipment, material and supplies.	# of deliveries loaded and unloaded	850	850	850	850	850	850
5.2.3	Special Event Setup and Take Down							
5.2.3.1	Provide special and sporting event setup, take down, and cleanup.	# of setup and take down performed	See Technical Exhibits 26-33					
5.2.4	Guide Services							
5.2.4.1	Provide guide services.	# of personnel escorted	500	500	500	500	500	500

5.3 FACILITY MAINTENANCE

The service provider shall provide facility maintenance service for DDESS schools by providing the following activities:

- Corrective Maintenance
- Preventive Maintenance
- Renovation
- Facility Inspection
- Storm Recovery
- New Installation / Construction
- Installation / Assembly
- Facility Operation
- Critical Incident Response
- Audiovisual Services

5.3.1 CORRECTIVE MAINTENANCE

5.3.1.1 REQUIREMENTS

The SP shall:

5.3.1.1.1 Perform corrective maintenance on school facilities and equipment.

5.3.1.1.2 Perform emergency maintenance.

5.3.1.1.3 Change combinations and service locks and lockers.

5.3.1.2 ADDITIONAL INFORMATION

SP is responsible for corrective maintenance of facilities. Corrective maintenance includes repairing walls, doors, ceilings, windows, floor tile and carpeting, building's entry ways, corridors, fences, furniture, water fountains/cooler, plumbing systems, locks, electrical components, kitchen equipment, HVAC systems, security alarm systems, stairwells, patch concrete and repair roofs.

Corrective maintenance has been segregated into small, medium, and large tasks, with the small task being defined as less than four hours in duration. Certain corrective maintenance tasks are very short in duration, and are done as part of routine cleaning. These tasks may include things like replacing chair glides, changing light bulbs, tightening fixtures, freeing stuck wall lockers, etc. These are captured in a separate table from the small medium and large tasks.

The SP will be responsible for servicing locks and changing locker combinations at Ft. Campbell High School as well as servicing lockers at all schools. Keys are made by a local vendor and controlled by the schools.

Forklifts, hi-lifts, scaffolding and lifting devices need to be inspected before each use.

Emergency maintenance includes cleaning up and replacing broken glass, kitchen equipment, refrigeration, repair broken water lines, sewer backups, toilets, welding, responding to power outage, fire, and adverse weather conditions.

The SP shall be required to use the School Dude system to create and track work orders (www.schooldude.com).

5.3.2 PREVENTIVE MAINTENANCE

5.3.2.1 REQUIREMENTS

The SP shall:

- 5.3.2.1.1 Perform preventive maintenance on school facilities and equipment.
- 5.3.2.1.2 Perform winterization and de-winterization of equipment and facilities.
- 5.3.2.1.3 Perform routine checks on GFV and other gasoline or diesel equipment.

5.3.2.2 ADDITIONAL INFORMATION

Preventive maintenance includes performing periodic inspections, adjustments, cleaning, lubricating, parts/filter replacement per manufacturer's recommendations and minor repairs (<4 man-hours) of equipment and systems.

Routine checks on GFV will be conducted in accordance with GSA guidelines, the manufacturer's literature, or accepted practices.

Equipment like chillers and cooling towers must be winterized by draining, and prepared for the cooling season by refilling and bleeding the lines. Likewise boilers require shut down and servicing during the cooling season, and must be placed back into service before the heating season. Mahaffey MS, Jackson ES, and FCHS are examples of schools with this type of equipment.

Winterization of the concession stand involves cutting off water to the building; draining appliances and cutting off electrical power to ice machines, water coolers, and water heater; opening all faucets; clearing the traps, both sinks and floor drains; and putting anti-freeze in bathroom fixtures: urinals and commodes. De-winterization of the concession stand involves turning on water, reassembling drains, and flushing lines.

5.3.3 RENOVATION

5.3.3.1 REQUIREMENTS

The SP shall:

- 5.3.3.1.1 Perform renovation work on school facilities.

5.3.3.2 ADDITIONAL INFORMATION

Renovation includes work such as renovating classrooms, bathrooms, offices, doors, walls, ceilings, curbs, bookcases, cabinets, counters, shelves, roofs, replacing floors and floor coverings (d.g. VCT, carpet), outbuildings, HVAC systems, plumbing, electrical systems, windows, repairing concrete structures, walks, and painting school facilities. Time needed to move equipment and supplies so that renovations can be performed is captured in Section 5.2.1.

Painting encompasses a large part of the renovation effort. The strategy is to completely paint every school on a six year cycle. Hence, approximately one-sixth of a school may be designated for painting each year.

5.3.4 FACILITY INSPECTION

5.3.4.1 REQUIREMENTS

The SP shall:

5.3.4.1.1 Perform inspections on school facilities and equipment on normal workdays.

5.3.4.1.2 Monitor school freezers and walk-in refrigerators.

5.3.4.2 ADDITIONAL INFORMATION

Inspection includes walk-around inside and outside the school building including mechanical areas, and operational checks of building systems. Specific attention is paid to public spaces including entryways, corridors, stairwells and walkways. Inspection of playground equipment is also performed. The SP shall report to the DGR work requests with recommended corrective actions based on inspections.

The SP will check the temperatures of the freezers and walk-in refrigerators in each school once per weekend or once every 48 hours during the breaks. If a freezer is found to have failed, the SP shall move the food in coordination with a food service representative to other operational freezers and submit a work order for freezer repair.

In the event of freezing temperatures, the SP will physically check FCS facilities for the function of the HVAC systems every 24 hours. In the event of a heating failures, the SP will respond IAW Para 5.3.1.1.2.

5.3.5 STORM RECOVERY

5.3.5.1 REQUIREMENTS

The SP shall:

5.3.5.1.1 Perform storm recovery

5.3.5.2 ADDITIONAL INFORMATION

Storm recovery activities include removing water from school floors. Storm recovery includes boarding up buildings, patching roofs, providing temporary electrical services, and temporary construction measures to prevent further damage. Storm recovery activities may occur on weekends or holidays as needed. The DGR will notify the SP that storm recovery activities are needed. After notification by the DGR, the SP (or designee) will arrive on site to determine what additional personnel are required to complete any emergency repairs. If additional personnel are needed (i.e. Grounds Maintenance) the SP will contact the DGR.

5.3.6 NEW INSTALLATION / CONSTRUCTION

5.3.6.1 REQUIREMENTS

The SP shall:

5.3.6.1.1 Perform installation of new equipment.

5.3.6.1.2 Perform New Construction.

5.3.6.2 ADDITIONAL INFORMATION

Installation of new equipment includes appliances such as ice machines, freezers, coolers, etc. This may involve running additional electrical or plumbing services to the new equipment or substantially modifying the area around the new piece of equipment.

New construction includes tasks like pouring sidewalks, retaining walls, slabs, and foundations. Also, it may include other tasks like construction of small structures to include installation of plumbing, electrical, HVAC, and other infrastructure tasks as required.

5.3.7 INSTALLATION / ASSEMBLY

5.3.7.1 REQUIREMENTS

The SP shall:

5.3.7.1.1 Replace existing equipment with new equipment of similar specifications.

5.3.7.1.2 Assemble new equipment.

5.3.7.2 ADDITIONAL INFORMATION

Replacement of equipment does not usually require any additional or modified utilities or carpentry. Assembly includes equipment as well as furniture, desks, chairs, bookcases, playground equipment and other items for use in an educational setting.

5.3.8 FACILITY OPERATION

5.3.8.1 REQUIREMENTS

The SP shall:

5.3.8.1.1 Monitor facility operation.

5.3.8.2 ADDITIONAL INFORMATION

Facility operation involves monitoring HVAC using state-of-the-art software and monitoring freezers. This also includes adjusting, regulating, resetting, testing, HVAC equipment and controls, electrical components, security alarm system, intercom system, and master clock systems. This may include use of GFE such as pagers, cell phones, radios, etc. for emergency notification via the DGR or automated system. Also includes capturing information from electricity meters.

5.3.9 CRITICAL INCIDENT RESPONSE

5.3.9.1 REQUIREMENTS

The SP shall:

5.3.9.1.1 Respond to critical incident.

5.3.9.2 ADDITIONAL INFORMATION

Critical incident response includes locating electrical switches, water valves, direct digital control systems, shutting down HVAC systems, boiler systems, main circulating pumps and other critical building infrastructure as directed by the critical response team.

5.3.10 AUDIOVISUAL SERVICES

5.3.10.1 REQUIREMENTS

The SP shall:

5.3.10.1.1 Repair and maintain audiovisual equipment.

5.3.10.2 ADDITIONAL INFORMATION

Audiovisual (AV) equipment includes recorders, VCRs, tape cassettes, video cassettes, stereos, microphones, public address systems and television sets. Maintaining AV equipment includes troubleshooting of satellites dishes at eight schools, troubleshooting switched telephone systems and periodic inspection of installed AV equipment. See A/V TE 34 for a list of AV equipment. SP will pull/install new lines and cabling: phone, coax, digital, etc., and corresponding outlets. This also includes Closed Circuit Television (CCTV) Systems.

Replacement of equipment not deemed to be economically repairable will be at the discretion of the DGR.

Quality and Timeliness Standards

RFP #	Requirement	Quality Standard	MAD	Lot	Timeliness Standard	MAD	Max
5.3.1	Corrective Maintenance						
5.3.1.1.1	Perform corrective maintenance on school facilities and equipment.	School facilities and equipment are safe and operational.	15%	Number of corrective maintenance jobs performed per month	Corrective maintenance is performed within 2 days of request.	15%	Corrective maintenance is performed within 4 days of request.
5.3.1.1.2	Perform emergency maintenance.	Problem has been arrested or corrected.	0%	Number of emergency maintenance jobs performed per year	<p>Emergency maintenance is responded to within 15 minutes after notification during normal business hours.</p> <p>Emergency maintenance is responded to within 1 hour of notification after regular working hours, weekends and holidays.</p> <p>Emergency maintenance is arrested within 30 minutes of notification and completed within 1 business day.</p>	<p>5%</p> <p>5%</p> <p>10%</p>	<p>Emergency maintenance is responded to within 30 minutes after notification during normal business hours.</p> <p>Emergency maintenance responded to within 2 hours of notification after regular working hours, weekends and holidays.</p> <p>Emergency maintenance is arrested within 1 1/2 hours of notification and completed within two business days or as scheduled by the DGR.</p>

RFP #	Requirement	Quality Standard	MAD	Lot	Timeliness Standard	MAD	Max
5.3.1.1.3	Change combinations and service locks and lockers.	Locks are functional.	5%	Number of year end combination changes per year Number of combination change requests per year	Combination change after school year ends and prior to beginning of the next school year. Combination change within 1 day of request.	0% 5%	N/A Combination change within 2 days of request.
5.3.2	Preventive Maintenance						
5.3.2.1.1	Perform preventive maintenance on school facilities and equipment.	Preventive maintenance is conducted IAW equipment manuals and/or government furnished checklist.	0%	Number of preventive maintenance jobs performed per month	Preventive maintenance is performed on scheduled date and time.	10%	Preventive maintenance is performed within 3 business days after scheduled date and time.
5.3.2.1.2	Perform winterization and de-winterization of equipment and facilities	Facilities and equipment are winterized and de-winterized.	0%	Number of facilities and pieces of equipment winterized and de-winterized per year	Winterization and de-winterization actions performed on scheduled date and time as directed by the DGR.	0%	N/A
5.3.2.1.3	Perform routine checks on GFV and other gasoline or diesel equipment.	Checks on GFV and other gasoline or diesel equipment in accordance with GSA guidelines, the manufacturer's literature, or accepted practices	3%	Number of days per year checks are made	Checks are accomplished IAW the time specified	5%	Checks are made within a day of the specified time

RFP #	Requirement	Quality Standard	MAD	Lot	Timeliness Standard	MAD	Max
5.3.3	Renovation						
5.3.3.1.1	Perform renovation work on school facilities.	Finished work is IAW government furnished project guidelines.	0%	Number of renovation jobs performed per month	Renovations work is completed by scheduled date.	10%	Renovations work is completed within a week of scheduled date.
5.3.4	Facility Inspection						
5.3.4.1.1	Perform inspection on schools facilities and equipment.	School facilities and equipment are hazard free and operational.	0%	Number of days inspections are performed per year	Inspection on schools, facilities and equipment is performed daily.	5%	Inspection on school facilities and equipment is performed the next day.
5.3.4.1.1	Monitor school freezers and walk-in refrigerators.	Freezer temperature is in normal operating range.	5%	Number of freezer checks per month	Freezers are checked within a 48 hour period when school is not in session.	0%	N/A
5.3.5	Storm Recovery						
5.3.5.1.1	Perform storm recovery	Schools are free of debris, dry, and safe. School facilities are operational and safe	0%	Number of storm events per year	Storm recovery is initiated 2 hours after storm subsides during work week and 4 hours after storm subsides during weekends and holidays.	5%	Storm recovery is initiated 5 hours after storm subsides during work week and 6 hours after storm subsides during weekends and holidays.
5.3.6	New Installation / Construction						
5.3.6.1.1	Perform installation of new equipment.	Installation of new equipment and necessary construction is performed IAW manufacturer guidelines.	0%	Number of new pieces of equipment installed per year	Installation is performed within 3 days of request or scheduled task.	15%	Installation is performed within 5 days of request or scheduled task.

RFP #	Requirement	Quality Standard	MAD	Lot	Timeliness Standard	MAD	Max
5.3.6.1.2	Perform new construction.	New construction is performed IAW local and national codes and as specified in the work order.	0%	Number of new construction jobs per year	Construction is accomplished by the required time specified in the work order.	33%	Construction is accomplished within 5 days of the required time.
5.3.7	Installation / Assembly						
5.3.7.1.1	Replace existing equipment with new equipment of similar specifications.	Existing equipment is replaced and new equipment is operational.	10%	Number of installations per month	Installation is performed within 3 days of request or as scheduled.	10%	Installation is performed within 5 days of request or 2 days after scheduled date.
5.3.7.1.2	Assemble new equipment.	New equipment is assembled in accordance with manufacturers' instructions.	10%	Number of items assembled per month	Assembly is performed within 2 days of request or as scheduled.	10%	Assembly is performed within 4 days of request or as scheduled.
5.3.8	Facility Operation						
5.3.8.1.1	Monitor facility operation.	School systems are safe and operational.	5%	Number of work days	Respond to automated operational issues within 1 hour Respond to non-automated operational issues within 4 hour	5% 10%	Respond to automated operational issues within 2 hours Respond to non-automated operational issues within one day

RFP #	Requirement	Quality Standard	MAD	Lot	Timeliness Standard	MAD	Max
5.3.9	Critical Incident Response						
5.3.9.1.1	Respond to critical incident.	Problem has been stabilized or corrected.	5%	Number of critical incidents responded to per month	<p>Critical incident is responded to within 15 minutes after notification during normal business hours.</p> <p>Critical incident is responded to within 1 hour after regular working hours, weekends and holidays.</p>	<p>5%</p> <p>15%</p>	<p>Critical incident is responded to within 30 minutes after notification during normal business hours.</p> <p>Critical incident responded to within 2 hours after regular working hours, weekends and holidays.</p>
5.3.10	Audiovisual Services						
5.3.10.1.1	Repair and maintain audiovisual equipment.	Audiovisual equipment is operational.	0%	Number of repairs performed per month	Repair is performed within 3 days of request.	15%	Repair is performed within 5 days of request.

Workload Projections

RFP #	Requirement	Workload Indicator	Current Year	Base Year	1st Option Year	2nd Option Year	3rd Option Year	4th Option Year
5.3.1	Corrective Maintenance**							
5.3.1.1.1	Perform corrective maintenance on school facilities and equipment.	# of corrective maintenance jobs performed	S 10,000	10,000	10,000	10,000	10,000	10,000
			M 300	300	300	300	300	300
			L 3	3	3	3	3	3
		# of days routine corrective maintenance jobs are performed during cleaning	250	250	250	250	250	250
5.3.1.1.2	Perform emergency maintenance.	# of emergency maintenance jobs performed	200	200	200	200	200	200
5.3.1.1.3	Change combinations and service locks and lockers.	# of year end combination changes	817	817	817	817	817	817
		# of combination change requests	50	50	50	50	50	50
5.3.2	Preventive Maintenance**							
5.3.2.1.1	Perform preventive maintenance on school facilities and equipment.	# of preventive maintenance jobs performed	S 4,000	4,000	4,000	4,000	4,000	4,000
			M 20	20	20	20	20	20
			L N/A	N/A	N/A	N/A	N/A	N/A
5.3.2.1.2	Perform winterization and de-winterization of facilities and equipment.	# of facilities and pieces of equipment winterized and dewinterized	2	2	2	2	2	2
5.3.2.1.3	Perform routine checks on GFV	#of work days	250	250	250	250	250	250
5.3.3	Renovation**							
5.3.3.1.1	Perform renovation work on school facilities.	# of renovation jobs performed	S 10	50	50	50	50	50
			M N/A	20	30	30	30	30
			L N/A	8	10	10	10	10

RFP #	Requirement	Workload Indicator	Current Year	Base Year	1st Option Year	2nd Option Year	3rd Option Year	4th Option Year
5.3.4	Facility Inspection							
5.3.4.1.1	Perform inspection on school facilities and equipment.	# of days inspections are performed	250	250	250	250	250	250
5.3.4.1.2	Monitor school freezers and walk-in refrigerators.	# of schools	8	8	8	8	8	8
		# of emergency moves	4	4	4	4	4	4
5.3.5	Storm Recovery							
5.3.5.1.1	Perform storm recovery.	# of storm events	1	1	1	1	1	1
5.3.6	New Installation / Construction							
5.3.6.1.1	Perform installation of new equipment.	# of new pieces of equipment installed	1	3	3	3	3	3
5.3.6.1.2	Perform new construction.	# of new construction jobs	3	4	4	4	4	4
5.3.7	Installation / Assembly							
5.3.7.1.1	Replace existing equipment with new equipment of similar specifications.	# of installations	5	20	20	20	20	20
5.3.7.1.2	Assemble new equipment.	# of items assembled	150	150	150	150	150	150
5.3.8	Facility Operation							
5.3.8.1.1	Monitor facility operation.	# of work days	250	250	250	250	250	250
5.3.9	Critical Incident Response							
5.3.9.1.1	Respond to critical incident.	# of critical incidents responded to	2	2	2	2	2	2
5.3.10	Audiovisual Services							
5.3.10.1.1	Repair and maintain audiovisual equipment.	# of repairs performed	200	200	200	200	200	200

** The maintenance and renovation work has been broken down into the following categories according to job size:

S – Small (less than 4 hours)

M – Medium (4 to 40 hours)

L – Large (greater than 40 hours)

5.4 SAFETY AND SECURITY

The service provider shall provide security and safety services for DDESS schools by performing the following activities:

- Open / Close Schools
- Physical Security
- Fire Safety
- Safety Inspections / Reports
- Traffic Control

5.4.1 OPEN / CLOSE SCHOOLS

5.4.1.1 REQUIREMENTS

The SP shall:

5.4.1.1.1 Unlock and lock school facilities.

5.4.1.2 ADDITIONAL INFORMATION

Doors that need to be locked or unlocked include restroom doors, main entranceways, classroom doors, outdoor storage facilities, portable classrooms, security gates and office doors. Opening school facilities entails deactivating the alarm system and unlocking specified doors. Closing the school facility entails performing a walk around to make sure all windows and doors are closed and secured from the outside and activating the alarm system. On occasion, schools may need to be opened and closed during non-duty hours for non DDESS related functions. Examples of non DDESS related functions are military physical training and Sunday school.

5.4.2 PHYSICAL SECURITY

5.4.2.1 REQUIREMENTS

The SP shall:

5.4.2.1.1 Facilitate physical security services.

5.4.2.2 ADDITIONAL INFORMATION

Physical security service includes assisting in locating lost children, assisting with duress calls, and assisting with performance of random building checks and walk-through. The SP shall be aware of school/district emergency plans and be able to assist should the situation warrant.

5.4.3 FIRE SAFETY

5.4.3.1 REQUIREMENTS

The SP shall:

5.4.3.1.1 Participate in school fire drills.

5.4.3.1.2 Inspect fire extinguishers monthly and coordinate with DGR for replacement or recharging.

5.4.3.2 ADDITIONAL INFORMATION

Fire safety includes performing monthly inspection of fire extinguishers, coordinating and participating in monthly fire drills, assisting Fire Inspector with inspections, and ensuring there are no fire hazards. Inspection of fire extinguishers will be coordinate with the DGR for replacement, annual inspection, or recharging. Fire inspection files shall be maintained on site. Files are maintained according to DoDEA Regulation 4800.1.

5.4.4 SAFETY INSPECTIONS / REPORTS

5.4.4.1 REQUIREMENTS

The SP shall:

5.4.4.1.1 Provide safety inspections / reports.

5.4.4.2 ADDITIONAL INFORMATION

Perform monthly inspections of playground equipment IAW with Consumer Product Safety Commission's (CPSC) recommendations (www.cpsc.gov/cpscpub/pubs/playpubs.html). Perform monthly safety inspection of all facilities. Generate work requests and inspection reports with recommended corrective actions.

5.4.5 TRAFFIC CONTROL

5.4.5.1 REQUIREMENTS

The SP shall:

5.4.5.1.1 Place traffic cones / signs and direct drivers.

5.4.5.2 ADDITIONAL INFORMATION

Traffic cones/signs are placed prior to student arrival and removed after student departure during the school year. Directing drivers is required during major events (special guest visits, graduations, etc.) and includes notifying drivers not to block driveways, ensuring traffic cones are in place, and putting out temporary signs to direct guests. The SP is responsible for traffic control only at Marshall Elementary School.

5.4.6 FREEZING PRECIPITATION

5.4.6.1 REQUIREMENTS

The SP Shall:

5.4.6.1.1 Clear entranceways and walkways in the event of freezing precipitation (e.g. snow, sleet, etc.)

5.4.6.2 ADDITIONAL INFORMATION

In the event of freezing precipitation the SP shall ensure that all walkways and entrances are clear and covered with an ice melting compound one hour prior to arrival of students. Reapplication of the ice melting compound may be necessary if precipitation continues or begins after the start of the school day.

Quality and Timeliness Standards

RFP #	Requirement	Quality Standard	MAD	Lot	Timeliness Standard	MAD	Max
5.4.1	Open / Close Schools						
5.4.1.1.1	Unlock and lock school facilities.	School facilities are secure. School facilities are accessible.	0% 5%	Number of locks locked and unlocked per month	School is locked within 15 minutes of prescribed time of school being vacated. School facilities unlocked 30 minutes prior to teacher arriving. School is locked or unlocked within 15 minutes of notification as requested.	5% 5% 5%	School is locked within 30 minutes of prescribed time of school being vacated. School facilities unlocked 15 minutes prior to teacher arriving. School is locked or unlocked within 30 minutes notification as requested.
5.4.2	Physical Security						
5.4.2.1.1	Facilitate physical security services.	All students and school personnel are safe and accounted for.	5%	# of physical security events per year that require workforce response	Physical security services provided within 5 minutes notification.	2%	Physical security services provided within 15 minutes of notification.
5.4.3	Fire Safety						
5.4.3.1.1.	Participate in school fire drills.	Fire drill tasking designated by DGR is completed.	0%	# of fire drills per year	SP staff is in position prior to commencement of fire drill.	0%	N/A
5.4.3.1.2	Inspect fire extinguishers monthly and coordinate with DGR for replacement or recharging.	Fire extinguishers are operational.	5%	# of fire extinguisher inspections per year	Each fire extinguisher is inspected monthly no sooner than 25 days since the last inspection	0%	Each fire extinguisher is inspected monthly no later than 35 days since the last inspection

RFP #	Requirement	Quality Standard	MAD	Lot	Timeliness Standard	MAD	Max
5.4.4	Safety Inspections/ Reports						
5.4.4.1.1	Provide Safety/Inspection Reports.	Play grounds are inspected IAW CPSC guidelines, and facilities IAW installation safety guidelines	12%	# of inspections per year	Inspections are performed +/- 5 working days of mid month	36%	Inspections are performed +/- 10 working days of mid month
5.4.5	Traffic Control						
5.4.5.1.1	Place traffic cones / signs and direct drivers.	School driveway is clear and students are safe.	5%	# of school days per year	Traffic cones are in place 15 minutes prior to the start and end of school day. Direct drivers for major school events within 1 day of receiving notification.	5% 5%	N/A N/A
5.4.6	Freezing Precipitation						
5.4.6.1.1	Clear entranceways and walkways in the event of freezing precipitation	Areas are safe and trafficable.	5%	# of snow and ice storms per year	Snow and ice removal completed one hour prior to student arrival on school days.	0%	N/A

Workload Projections

RFP #	Requirement	Workload Indicator	Current Year	Base Year	1st Option Year	2nd Option Year	3rd Option Year	4th Option Year
5.4.1	Open / Close Schools							
5.4.1.1.1	Unlock and lock school facilities.	# of locks locked and unlocked per school day	1,000	1,000	1,000	1,000	1,000	1,000
5.4.2	Physical Security							
5.4.2.1.1	Facilitate physical security services.	# of physical security events that require workforce response	60	60	60	60	60	60
5.4.3	Fire Safety							
5.4.3.1.1	Participate in school fire drills.	# of fire drills	96	96	96	96	96	96
5.4.3.1.2	Inspect fire extinguishers monthly and coordinate with DGR for replacement or recharging.	# of fire extinguishers inspections	173	173	173	173	173	173
5.4.4	Safety and Inspections/ Reports							
5.4.4.1.1	Provide Safety/Inspection Reports	# of inspections	12	12	12	12	12	12
5.4.5	Traffic Control							
5.4.5.1.1	Place traffic cones / signs and direct drivers.	# of school days	180	180	180	180	180	180
5.4.6	Freezing Precipitation							
5.4.6.1.1	Clear entranceways and walkways in the event of freezing precipitation (e.g. snow, sleet, etc.)	# of snow and ice storms	1	3	3	3	3	3

5.5 ENVIRONMENTAL SERVICE

The SP shall comply with the Fort Campbell Sustainable Installation Management System (SIMS) which is based on ISO 14001. Further, the SP shall comply with environmental practices and procedures as outlined in the Fort Campbell Environmental Handbook and in accordance with procedures and policies as directed by the Fort Campbell Environmental Office.

The service provider shall provide environmental coordination services for DDESS schools by performing the following activities:

- Hazardous Material Management
- Air Quality Support
- Pest Control

5.5.1 HAZARDOUS MATERIAL CONTROL

5.5.1.1 REQUIREMENTS

The SP shall:

5.5.1.1.1 Handle and store hazardous materials and waste

5.5.1.2 ADDITIONAL INFORMATION

Handling hazardous material and waste must be done in accordance with the Fort Campbell Environmental Handbook and directives. Coordinate with the Logistics Division Points of Contact (POC) for guidance concerning handling and storage, and for removal and disposal of hazardous materials or waste. This includes proper treatment in its application (e.g. safe handling of fluorescent bulbs to prevent breakage when installing or removing), proper storage after use, and coordinating removal of solid waste, dead animal/biohazards or other hazardous waste from community/school facilities.

The majority of the hazardous materials are fluorescent light bulbs and aerosol cans. Hazardous materials may include cleaning supplies, stripper, sealer, floor wax, petroleum products and paints. In addition, hazardous materials also include the chemicals outlined in the Chemical Hygiene Plan. Spill prevention will comply with the Fort Campbell Environmental Quality Program and Storm Water Protection Program as outlined in the Fort Campbell Environmental Handbook.

5.5.2 AIR QUALITY SUPPORT

5.5.2.1 REQUIREMENTS

The SP shall:

5.5.2.1.1 Coordinate proper recovery and disposal of refrigerant.

5.5.2.1.2 Furnish reports for ozone depleting substances.

5.5.2.2 ADDITIONAL INFORMATION

The SP shall comply with Clean Air Act Amendment and 40 CFR requirements (www.epa.gov/epahome/cfr40.htm). The SP shall keep an inventory of equipment used to perform air quality support and present inventory to base officials as required. The SP shall initiate, produce, and track reports for 7 years. Furnished reports include ozone depleting substance (ODS) / refrigerant handling log.

5.5.3 PEST CONTROL

5.5.3.1 REQUIREMENTS

The SP shall:

5.5.3.1.1 Perform emergency basic pest control service calls.

5.5.3.2 ADDITIONAL INFORMATION

The SP is responsible for emergency basic pest control service calls. Emergency situations arise that require immediately action to ensure a safe environment for the students. Examples of basic service calls include removing a garden snake from the school, and removing a wasp nest. Use of pesticides other than Wasp Freeze is prohibited.

Quality and Timeliness Standards

RFP #	Requirement	Quality Standard	MAD	Lot	Timeliness Standard	MAD	Max
5.5.1	Hazardous Material Control						
5.5.1.1.1	Handle and store all hazardous materials and waste	Hazardous material and waste is handled and coordinated IAW with EPA regulation, Fort Campbell CAM REG 385-6, DODEA regulations, and 40 CFR.	0%	Number of events per year	Hazardous material and waste pickup and storage handled and coordinated IAW EPA regulation, Fort Campbell CAM REG 385-6, DoDEA regulations, and 40 CFR.	0%	N/A
5.5.2	Air Quality Support						
5.5.2.1.1	Coordinate proper recovery and disposal of refrigerant.	Refrigerant disposal and draining performed IAW Clean Air Act Amendment of 1990.	0%	Number of pounds of refrigerants recovered and disposed of per year	Refrigerant recovered within one week of notification.	5%	Refrigerant recovered within two weeks of notification.
5.5.2.1.2	Furnish reports for ozone depleting substances.	Reports are complete with no error or omission.	5%	Number of reports furnished per year	Report generated within one day after completion of job.	5%	Report generated within 2 days after completion of job.
5.5.3	Pest Control						
5.5.3.1.1	Perform emergency basic pest control service calls.	Emergency is resolved	5%	Number of pest control service calls performed per year	Emergency service call responded to within 5 minutes of notification.	5%	Emergency service call responded to within 15 minutes of notification.

Workload Projections

RFP #	Requirement	Workload Indicator	Current Year	Base Year	1st Option Year	2nd Option Year	3rd Option Year	4th Option Year
5.5.1	Hazardous Material Control							
5.5.1.1.1	Handle and store all hazardous material and waste	# of weeks per year	52	52	52	52	52	52
5.5.2	Air Quality Support							
5.5.2.1.1	Coordinate proper recovery and disposal of refrigerant.	# of pounds of refrigerants drained and disposed of	300 lbs.	300 lbs.	300 lbs.	300 lbs.	300 lbs.	300 lbs.
5.5.2.1.2	Furnish reports for ozone depleting substances.	# of reports furnished	12	12	12	12	12	12
5.5.3	Pest Control							
5.5.3.1.1	Emergency is resolved	# of pest control service calls performed	120	120	120	120	120	120